

## **FELLOWSHIP HOUR PREPARATIONS**

**WHAT YOU NEED TO FURNISH:** Light snacks such as cheese cubes, grapes or other fruit, pretzels, cookies, or your own ideas. The amount needed will depend on what time of year it is and the anticipated number of people attending. Also, light colored juice such as apple juice, white grape juice, lemonade (either powdered or bottled), etc. Plan for at least 50 – 75 people, maybe less in summer and more around holidays. Feel free to use your own centerpieces or other decorations if you wish.

**COFFEE MAKING INSTRUCTIONS:** Posted near the coffeemaker in kitchen.

**KITCHEN SUPPLIES:** For your convenience, trays, clear plastic pitchers, coffee, coffee filters, creamers, sugar/sugar substitutes, stirrers, napkins, tea bags, Styrofoam cups and 5 oz. juice cups are in the kitchen pantry and all are located on the left hand side of the pantry on the shelves. (If not on the shelves, Styrofoam cups for hot drinks are in the box beside these shelves). Straw baskets are on top of the white refrigerator. If you prefer, you may use your own serving pieces or feel free to use what is in the pantry or kitchen (stainless bowls are in the cabinet near the stoves). Plastic & vinyl tablecloths are located on the right hand side of the pantry and are in or on top of clear plastic containers.

The insulated carafes for the coffee and hot water are usually washed and sitting on the counter near the sink. Coffee filters are located in the drawer under the coffee machine (if none are there, check on the shelves in the pantry). Also, find the small signs designating Regular Coffee, Decaf & Hot water and put these near the appropriate carafes on the serving table. Use the plastic container near the coffee maker to heat water in the microwave for the hot tea, then pour it into an insulated carafe (This prevents the water from tasting like coffee). Or you can heat the water using a pan on the stove.

**SETTING UP:** Most people start preparing the coffee and snacks around 9:55 AM. Use 2 tables under the kitchen window for the coffee, tea and hot water along with the sugar/sugar substitute, creamers, stirrers & tea bags. Use the table in the center of the room for the snacks and a tray of 5 oz. cups of juice.

You can go ahead and make at least one pot of regular coffee, one of decaf, & a carafe of hot water before Worship. Please use the black carafes for regular and the white for decaf and the gold one for hot water (if the gold one is not available, use a white one. These carafes will keep the beverages hot until Fellowship Hour begins. You can also put the 5 oz. cups on 1 or 2 trays, pour the juice in them and put the trays of juice in one of the refrigerators until needed. (Cups should not be too full due to small hands carrying them around.)

Depending on how much setting up you have done before the service begins, leaving Worship during the Offering or before the last hymn will give you time to finish getting everything ready and on the tables before the congregation is dismissed. After Fellowship Hour, please clean up the kitchen, wash the carafes and leave them on counter. Also, make sure burners are off.

